



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

July 8, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

Board of Supervisors
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Third District

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Fifth District

PROBATION WORKFORCE REDUCTION STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation (Probation) Department.

Seniority Lists/Workforce Reduction Plan

On June 23, 2011, Probation distributed a reminder to employees to submit changes to the Seniority Lists by June 29, 2011. To date, sixty (60) employees have requested corrections. Probation is still reviewing the requests and has made twenty one (21) adjustments. The Workforce Reduction Plan is still targeted for submission to the Department of Human Resources (DHR) on July 20, 2011.

Meetings with the Labor Unions

A meeting regarding the workforce reduction process will be held at SEIU's office on July 14, 2011. Follow-up information on the proceedings of the meeting will be provided in the next report. No other meetings with the Unions have been held during this time period.

Workforce Mitigation

DHR and Probation staff has met with the Work Source Centers to plan training activities. Training on resume writing and interviewing skills has been tentatively scheduled for July 20, 2011. DHR is also proposing the conduct of a job fair the second week of August, 2011. The job fair is tentatively scheduled at the Fire Training Center in Monterey Park.

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Long-Term Leave/Risk Management

- CEO Risk Management provided fiscal year 2010-11 workers' compensation data and has started providing weekly reports on new claims to the Probation Department risk manager. CEO will continue evaluating this data for high-frequency types and locations of claims, high-dollar claims, and employees with multiple claims, and will be determining metrics for Probation to track in the future.
- The Probation risk manager is now receiving the First Report of Injury forms from the workers' compensation third party administrator on a real-time basis and will be evaluating the causes of the injuries as these are received.
- The Chief Executive Officer (CEO) and Probation are developing a list of safety-related activities and will be identifying individuals who are responsible for these activities.
- The Probation Safety Plan continues to be developed and will provide connection between risk management MAPP goals and the department's Risk Exposure Cost Avoidance Plan. The Safety Plan will include a component to evaluate the capabilities of those employees who have safety-related responsibilities and will include training in any necessary areas. The plan will also include compliance audits to assure that these responsibilities are being implemented.
- CEO and Probation will evaluate the safety staffing levels and Probation's request for additional staff.
- CEO and DHR staff met to review Probation's request to add more return-to-work staff.
- CEO Risk Management staff will be assisting Probation with updating the terms of the existing conditional work assignment agreements.

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

WTF:EFS
LMG:ef

c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation